

SPS Workday and Payroll

Overview for Payroll Partners



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Overview of WD Payroll Partner Role

- ✓ Phase I:
 - ✓ Notifications of employee changes that impact pay
 - ✓ New Employees
 - ✓ Terminated Employees
 - ✓ Pay Changes to existing employees (Reclasses, Acting Capacity)

- ✓ Phase II:
 - ✓ Automation of ETR/PTR Process
 - ✓ Workday TimeTracking and Absence



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HR Events that impact payroll:

- ✓ Reclasses
 - ✓ Retroactive Reclasses
 - ✓ Acting Capacity
 - ✓ Rate Change on Contract

- ✓ New Employees
- ✓ Transfers
- ✓ Promotions to New Position
- ✓ Demotions
- ✓ Reassignments
- ✓ Terminations
 - ✓ Retirements
 - ✓ Others



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System Integration:

- ✓ Transactions in Workday
- ✓ CPB ETR/PTR Posted
- ✓ Schedule



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Inbox Notifications:

Hire: Will Power (W1185438)

4 day(s) ago

Message Please review the details of the action below.

Details [Hire: Will Power \(W1185438\)](#)



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How to Review Event Details:

View Event [Hire: Will Power \(W1185438\)](#) ⋮



For [108103 Contractual Seasonal Hourly](#)

Overall Process [Hire: Will Power \(W1185438\)](#)

Overall Status Successfully Completed

Due Date 04/07/2015

Details

Process

Employee [Will Power \(W1185438\)](#)

Organization [MDA - Mosquito Control College Park](#)

Hire Date 03/25/2015

Reason [Rehire > JobAps-Reinstatement](#)

Job Details

Position [108103 Seasonal Hourly](#)

Job Requisition [R0005811 Contractual Seasonal Hourly \(Filled\)](#)

Employee Type Contractual - Hourly (Seasonal)

Job Profile [Seasonal Hourly-2293](#)

Time Type Part time

Location [Annapolis - 50 Harry S. Truman Parkway](#)

Pay Rate Type [Hourly](#)

Contact	Personal	Compensation	Pay	Performance
Job Details	All Jobs	Job History	Manager History	Management Ch

Job	Contact	Personal	Compensation	Pay	Performance
Compensation		Pay Change History			

Totals

Total Base Pay	Total Salary and Allowances	Currency	Frequency
13.00	13.00	USD	Hourly

Compensation

Compensation Package [State of Maryland - Active SPMS](#)

Grade [Hourly Personnel Pay Rates](#)

Grade Profile [HRLY 0008](#)

Company [State of Maryland](#)

Plan Assignments 2 items

Effective Date	Plan Type	Compensation Plan	Assignment	Expected End Date
03/25/2015	Hourly	Hourly Plan	13.00 USD Hourly	5
03/25/2015	Allowance	Contract NTE\$	16,120.00 USD Contract NTE\$	10/27/2015



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Viewing Compensation - including history:

Pay Change History 4 items



Effective Date	Compensation Action	Reason	Total Base Pay	Primary Compensation Basis	Currency	Frequency
01/01/2015	Ad-hoc Compensation Change	Request Compensation Change > Salary Adjustment > COLA/Increment Retro Update	82,247.00	82,247.00	USD	Annual
01/01/2015	Ad-hoc Compensation Change	Request Compensation Change > Increment (DBM Use Only) > Annual Increment (DBM Use Only)	77,078.00	77,078.00	USD	Annual
07/01/2014	Promotion Compensation Change	Promotion > Reclassification > Reclassification - Reclassification Study	79,132.00	79,132.00	USD	Annual
04/01/2014	Ad-hoc Compensation Change	Request Compensation Change > Conversion > Conversion	74,134.00	74,134.00	USD	Annual



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Reporting:

- ✓ **SPMS Acting Capacity Report**
- ✓ **In Progress Compensation Changes**
- ✓ **SPMS Compensation Changes**

